

Clerical and Office Branch
Office Machine Operation Group
Police Series

POLICE RECORDS SPECIALIST II

08/00 (LBT)

Summary

Under general supervision performs responsible clerical support functions in accordance with established procedures and requirements.

Typical Duties

Perform specialized police record keeping duties. Involves: Scanning crime reports to determine nature of offense; writing codes on reports based upon Texas Uniform Crime Report (UCR) definitions; assigning cross-index codes where appropriate; distributing reports to entry and disposition stations for handling; updating data records and optical applications as required; responding to complex request for information either in person or over the phone; preparing materials for court presentation; disclosing information to the public or law enforcement personnel in compliance with Open Records Act, Texas Criminal Laws, Texas Family Code, Texas Motor Vehicle Laws, and any applicable federal statute; taking fingerprint impressions, making fingerprint comparison, taking photos, checks and processes criminal history documents; training personnel as assigned

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher-grades, non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; maintaining awareness of occupationally related technological, legal, and methodological developments; logging activities; preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Education and Experience: Graduation from high school or G.E.D. and two years experience using automated record keeping systems; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: office practices and procedures; business English, spelling, and arithmetic; the methods, practices and procedures of law enforcement record keeping; rules and regulations governing the release of information from police records; the operation of automated data processing systems; coding procedures and police terminology.

Ability to: maintain records and filing systems; collect data and prepare reports; encode data accurately; detect data errors; follow oral and written instructions; establish and maintain effective working relationships with fellow employees, officials and the general public; operate office equipment such as typewriters, cash registers, calculators, copy machines, multi-line phones, automated and computerized storage and retrieval systems, fax machine, computer system equipment, photography equipment and fingerprint equipment, microfilm equipment and multi-user archival and retrieval system (optical system).

Physical Effort & Work Environment: Moving equipment of moderate weight (averaging up to 25 pounds).

Special Requirements: Subject to call back during non-working hours in response to emergencies or unforeseen circumstances; work flexible schedules, holidays and weekends. Must be willing to perform shift work; Must pass a rigorous background investigation.

Director of Personnel

Department Head